

INTERNAL / EXTERNAL
Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer
December 19, 2007

Job Title:	Administrative Support (Rehab Services)	Position No.:	22650
Division:	Montana State Prison	Pay Band:	3
Location:	Deer Lodge	Bargaining Unit:	005, MFSE
Status:	Permanent, Full-Time	Supplement:	None
Salary:	\$10.27- \$12.83/hr DOE	Hours:	7:45 a.m. to 3:45 p.m. Monday –Friday (Subject to change)

Application Deadline: Submit a State of Montana application form to the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722 by January 4, 2007.

Typical Duties: Provides administrative support for the Unit Manager of Rehabilitative Services by developing and gathering information; by compiling reports, composing correspondence, screening callers and visitors, answering questions, supervising and monitoring MDIU inmates for testing, monitoring inmate school enrollment and placement, participating in budget coordination; managing and monitoring inventory, managing inmate payroll, coordinating projects and meetings and distributing information. The position also completes clerical duties for Rehabilitative Services office by supervising inmate clerks; typing and disseminating information; scheduling appointments; logging correspondence; opening and sorting mail and gathering information for grants, budgets and other operations.

Qualifications: Position requires considerable knowledge of office practices and procedures, including Business English, composition, Microsoft Word, and records maintenance. Considerable knowledge of the Montana Corrections Division Mission and the Corrections System. Working knowledge of research and analysis functions. This position requires considerable proficiency in the use of a personal computer, skill in basic bookkeeping, skill in composition of appropriate correspondence, skill in developing and maintaining effective interpersonal, professional relationships, and skill in prioritization and organization. The position requires the ability to: deal effectively with employees and inmates; deal effectively with administrative detail and with confidential/sensitive material; use good judgment especially with security matters; be responsible and exercise initiative; communicate effectively verbally and in writing; and analyze, assemble and compile information for important reports, special studies, surveys, grants, and legal documents.

Education and Experience: Knowledge, Skills and Abilities are typically acquired through two years of secretarial course-work at a college or technical school, and three years of experience as an administrative secretary.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 3 on the State of Montana broadband pay plan. The salary range is \$ 10.27 - \$12.83 hourly, based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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